

Elizabeth Holloway

Secure a challenging and rewarding position where my experience in trading will be utilized to further the organization goals.

Naples, FL 34120

hollowayenehp8s2_jov@indeedemail.com

+1 239 218 4566

Authorized to work in the US for any employer

Work Experience

Administrative/Human Resources Assistant

Greenscapes Landscaping - Naples, FL

April 2017 to May 2020

Human resources, new hire enrollment and training. Employee benefits and workers compensation claims and process. Provide support to the irrigation Department. Human resource training and I participate in HR Collier in Naples Florida.

Advocate/ Legal Advocate

Shelter for Abused Women and Children - Naples, FL

October 2009 to January 2017

Provide individual counseling, guidance, emotional support, client needs. Assess lethality of victim situation. Develop safety plans what's survivors and provide service management . Provide emergency legal advocacy criminal justice support, assistance with restraining orders, injunctions and other protective orders. Court advocacy support the victim in court . Maintain and Report statistical measurements as required, maintain documentation, Implement prevention activities. Maintain knowledge of Community Resources and services. Maintain files in database for participants to meet the fadv and DCS standards.

Director /Manager

Harvest for Humanity/Jubilation - Immokalee, FL

May 2000 to August 2006

Office manager operations AP an AR, maintain staff and manage staff, human resources. Community Education public speaking on employee stock option programs in sustainability and living wages. And manage the homeowners association and board members.

Education

Some college in Business Administration

AIU Online

June 2004 to November 2005

Complete course in Business Administration

University of Florida/Coop Ext. - Naples, FL

June 2002 to October 2002

Complete Fast Trac in Business Administration

University of Florida/ Coop Extension - Naples, FL

July 2001 to December 2001

Some college in Business Administration

Naples, FL

January 1998 to January 1999

Skills

- Customer service
- Organizational skills
- Microsoft Office
- Communication skills
- Administrative experience
- Leadership
- Driving
- Food preparation
- Maintenance
- Stocking
- Social skills
- Community Education
- Public Speaking
- Bilingual
- Support groups
- Translation
- Individual Advocacy
- Community collaboration
- Translation for Immigration & Court (6 years)
- Translation in court
- Individual / Group Counseling
- Workers' Compensation
- Employee Orientation
- Group Therapy
- New hire orientation and complete paperwork
- I9 trained and experienced I-9 audits
- Human Resources
- Social Work
- Recruiting
- Program Development
- Crisis Management

- Office Management
- Case Management
- Event Planning
- Bookkeeping
- Payroll
- Accounts Receivable
- Interviewing
- Management
- Crisis Intervention
- Supervising Experience
- Microsoft Powerpoint
- Motivational Interviewing
- Adult Literacy
- HOA & Board Experience
- Financial counseling
- Spanish
- Microsoft Excel
- Computer skills
- English
- Presentation skills
- Microsoft Word

Languages

- English spanish - Expert

Awards

Female Employee of the Year Immokalee Chamber of Commerce

July 2003

2003 Female employee of the year Immokalee Chamber of Commerce

Redlands Christian Migrant Assoc.

May 1996

1996 Mission Award

Redlands Christian Migrant Assoc.

June 1996

Outstanding Teacher 1995 - 1996

Certifications and Licenses

Victim advocate

Human Resources

Employer considerations to work amid covid-19

Preventing sexual harassment for managers

One person HR departments

2020 final overtime rules guidance for employers

OSHA compliance

Navigating the complex web of leave and accommodation laws

Department of Homeland Security guidance on I-9 remote

Learn to lead

Proliteracy trained and qualified

Florida Coalition against domestic violence offender accountability

Safe Zone Ally training

QPR suicide Prevention GateKeeper

Managers& Supervisor Conference skillspath ach

Present

Groups

HR Collier

Collier County Sheriff's Office Minority Task Affairs

Immokalee inter-agency Council

June 2000 to June 2010

Monthly meeting of community collaboration Agency News needs and offerings come to the table
Community networking

Harvest for Humanity Board Sect.

June 2000 to July 2009

Attend board meetings, take me to minutes, order for minutes approval, distribute minutes. Different roles as a board member in the Years